



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOD

JUN 25 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-017, Budgeting for Early CAS
(INFORMATION)**

This is an INFORMATION memorandum. Target audience: All DCMC employees involved in performing and budgeting for Early CAS.


DCMC Memorandum No 97-51, Establishment of an Improved Infrastructure for Early Contract Administration Services (CAS) Support (POLICY), dated May 27, 1997, provided the framework for each Contract Administration Office (CAO) to assess their future requirements in support of our Early CAS mission. This memorandum also advised that the FY 96 level of requests for early CAS support was more than four times the previous year's rate, and that the majority of requests were from repeat customers.

Recently we have received inquiries about how CAOs should budget resources for Early CAS source selection overtime. Our analysis of data obtained from the Districts tends to indicate that most CAOs have reported compensatory/overtime hours of 10 to 20 percent of the regular hours spent in accomplishing Early CAS source selection support. Until a CAO has developed historical Performance Labor Accounting System (PLAS) data from which to base overtime projections, we would recommend adding a 15 percent overtime factor in addition to the regular hours budgeted for Early CAS source selection when developing performance plans and budget requests.

We have also received a request to clarify our policy on customers sharing or contributing to the TDY costs for participating in source selections. In many cases, the Military Departments set aside money and willingly provide us with TDY funds to support the source selection process. However, now that Early CAS is fully institutionalized as a contract administration function in the Defense Federal Acquisition Regulation Supplement, Part 242.302, CAOs must budget for and perform their Early CAS mission. Legitimate requests for Early CAS source selection support will not be refused due to a lack of funding. Requirements must be addressed in performance plans and budget requests.



If you have any questions, please contact Mr. Nelson Cahill, Contractor Capability and Proposal Analysis Team (AQOD), (703) 767-3370 or DSN 427-3370/



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